



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SALES ACCOUNT EXECUTIVE

Job Number: 20001568

Job Code: 81330V000101

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 04/16/2006

Job Revised:

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responsible for marketing and selling 1.5 million square feet of meeting and convention space. Manages a minimum of 200 sales accounts and oversees activities including monitoring contracts, negotiation, direct sales and customer relations. Manages sales accounts in relation to annual goals. Prepares and delivers sales presentations, exhibits at trade shows and is present at other promotional opportunities; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of events or sales experience, two years of this experience must have been in convention and/or trade show sales.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Additional sales experience, or business experience creating budgets, writing business plans, interpreting or working with income statements, or working in budget analysis or profit & loss statements will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares, issues and delivers sales materials including contracts for space rental, exhibits and promotional programs. Prepares for and attends industry events, exhibits, conferences, meetings and other local, regional and national promotional sales opportunities. Sells to and maintains contact with major accounts and promotes positive relations. Participates in the development of department sales and marketing goals and objectives. Responsible for securing and approving certificates of insurance for events before they occur. Responds to inquiries and researches avenues for additional business. Responds, in a timely manner, to inquiries from the hotel community, convention bureau, event organizers and local contacts. Determines space requirements, checks availability of space and dates, inputs space holds, quotes rates and facility policies. Prepares proposals or information as needed. Initiates follow-up with clients to secure bookings. Proficient in maintaining electronic sales account files using the computer booking system -Ungerboeck. Maintains hard copy sales account files. Manages contracts and amendments for events. Coordinates customer transition from sales/bookings to department of operations to ensure customer satisfaction. Responds to service problems and complaints from customers in a timely manner. Conducts site visits of facilities. Makes sales presentations as required. Keeps supervisors informed of work and completes monthly reports as required. Adheres to agency guidelines and policies while exercising job duties. When working with international clientele researches the culture of the country, proper greetings and secures interpreters if needed. When applicable, prepares proposals, contracts and video presentations in the correct native language. Must be knowledgeable in the rules of The Americans for Disability Act and interpret rules as applicable to clients needs. Understands the methods for securing approval to close streets through the City of Louisville & the State of Kentucky to secure events requiring these services. Interprets and applies the rules that govern the Stage Hands Union agreement in order to book concerts, trade shows, and conventions required to use these laborers. Responsible for handling checks, cash, and/or credit card charges to secure deposits for bookings.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with potential clients and convention sales partners. Extensive phone and computer work. Evening and weekend work as required. Overnight travel as required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.